

**FRESNO, CALIFORNIA  
CLASS SPECIFICATION**

**MAINTENANCE CARPENTER**

**FLSA STATUS:**

Non-Exempt

**CLASS SUMMARY:**

The Maintenance Carpenter is a stand-alone classification in the Trades series. Incumbents are responsible for constructing, maintaining, repairing, and implementing alterations of City-owned buildings, facilities, and equipment. Depending on area of assignment, an incumbent may serve as a lead worker to a crew of helpers.

Distinguishing characteristics within the class, based upon assignment are, at journey level, responsibility for independently performing the essential duties of the classification. Lead worker positions are responsible for performing journey duties and also have responsibility for making work assignments, overseeing the work of other carpenters, training, ordering and distributing supplies, and preparing reports.

The Maintenance Carpenter is distinguished from other classifications by its responsibility for performing semi-skilled carpentry and structural maintenance and repair work.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

**FRE-  
QUENCY**

1.	May serve as a lead worker to other employees, including prioritizing and assigning work; monitoring and determining the completion of work, and training staff on work methods.	Varies 0 – 10%
2.	Designs, lays out, builds, and/or repairs buildings, facilities, and/or equipment which, depending on area of assignment, may require estimating labor and materials.	Daily 40%
3.	Utilizes and maintains a variety of wood working tools and machinery in order to complete assigned carpentry tasks.	Daily 20%
4.	Utilizes various material, such as woods and laminates.	Daily 20%
5.	Builds and repairs tables, chairs, shelves, bleachers, wooden fixtures, cabinetry, equipment, and specialized structures.	Daily 10%
6.	Participates in preparing and maintaining records related to operational activities.	Weekly 5%
7.	Installs sheet rock and makes minor repairs to same.	Monthly 5%

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<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)		<b><u>FRE- QUENCY</u></b>
8.	Leads and/or participates in installing and/or repairing damage to doors, windows, paneling, trim, walls, partitions, flooring, ceiling tiles, roofs, and concrete forms.	Monthly 5%
9.	May assist in performing general building improvements on a variety of building equipment, electrical fixtures, plumbing, and/or other related items.	Varies 0 – 5%
10.	Performs other duties of a similar nature or level.	As Required

**Training and Experience** (positions in this class typically require):

- High School Diploma, or GED, and one year of journey level experience in carpentry, general building repair and maintenance, or completion of a recognized carpentry apprenticeship program is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License
- Commercial Class B License

**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable tools and equipment utilized in assigned area or responsibility;
- Carpentry practices and procedures;
- General building maintenance principles, practices and codes;
- Building and construction trades, methods, principles, practices and techniques;
- Environmental and safe work practices.

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#### **Skills** (position requirements at entry):

Skill in:

- Prioritize and assigning work
- Training employees in proper work methods
- Planning and laying out rough and finished carpentry
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Creating technical drawings
- Safely operating and maintaining applicable tools and equipment
- Preparing, analyzing, and maintaining operational records
- Using computers and applicable software applications
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

#### **Physical Requirements:**

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, and intense noises.

#### **Note:**

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

#### **Classification History:**

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008